



**Georgia Department
of Human Services**

Office of Procurement and Contracts

Department of Human Services Contract Automation and Tracking

Bill Prescott, Director Office of Procurement and Contracts

2/13/19



stronger families

FOR A STRONGER GEORGIA



Today's Presentation

- Background
- Project Goals
- eCAT (electronic Contract Automation & Tracking system)
- eCAT Features
- eCAT Benefits
- Getting Started with eCAT
- Project Timeline



Background

The Department of Human Services' (DHS) budget for State Fiscal Year 2019 is approximately **\$1.9 billion**.

Most of the services DHS provides are through contracts with private service providers, non-profits, colleges or other state agencies.

DHS processes over **4,000** contracts annually.

The current process, which is largely manual, involves a lot of paper, walking, telephonic and email follow up.



Project Goals

- Automate the DHS contracting process
- Increase transparency through real time tracking
- Enhance process compliance through the gathering and reporting of data
- Reduce contract turn around time
- Improve work management with dashboards, work queues, alerts and reminders for key tasks, dates and deadlines



The New DHS System



What is eCAT?



- eCAT is the DHS contract life-cycle management system.
- eCAT centralizes and automates DHS processes for requesting, developing, approving, executing and tracking contracts as well as reporting data.



eCAT Features

- Centralized contracting process
- A secure database for all contract data
- Customizable user dashboards, contract workflows, approval routing, automatic notifications and e-signature
- Data extraction for reports and analysis
- Full featured searching using any number of fields
- Stores pending contracts and executed contracts
- System distribution of contracts to programs and contractors

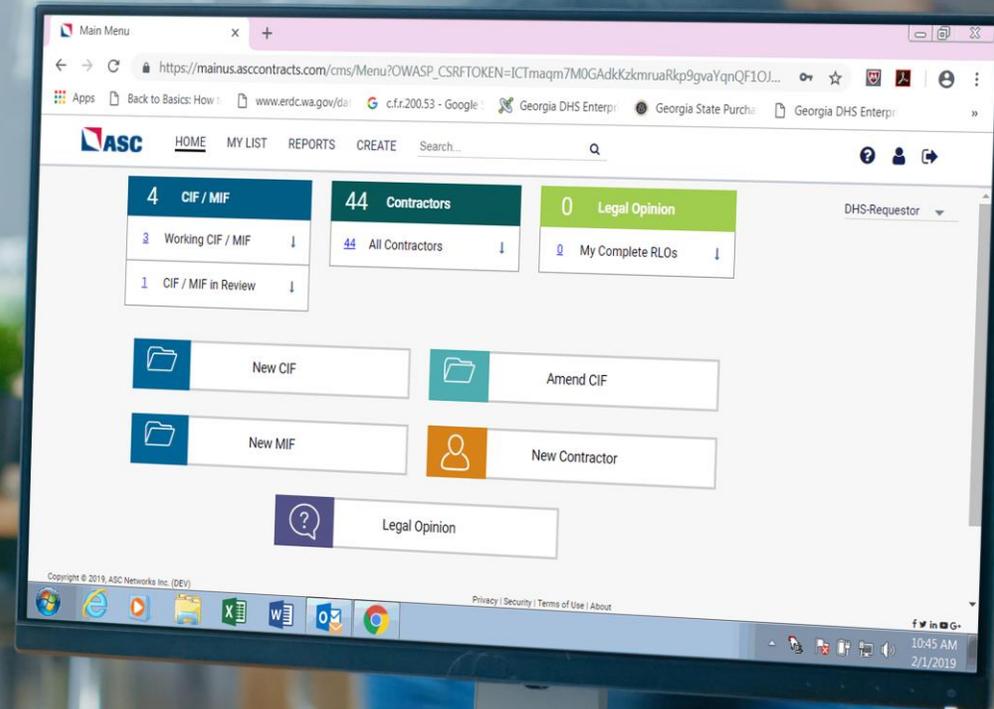


eCAT Benefits

- Centralizes contract submission, creation and execution
- Fully automates the contracting process
- Cloud-based system that can be accessed from virtually anywhere there is an internet connection
- Increases efficiency, transparency and accountability
- Decreases processing times, submission errors and paper usage
- Creates ability to track data through customized reports



Getting Started with eCAT



Requester Dashboard



[HOME](#)

[MY LIST](#)

[REPORTS](#)

[CREATE](#)



DHS-Requestor ▼

4	CIF / MIF
3	Working CIF / MIF ↓
1	CIF / MIF in Review ↓

44	Contractors
44	All Contractors ↓

0	Legal Opinion
0	My Complete RLOs ↓

	New CIF
--	---------

	Amend CIF
--	-----------

	New MIF
--	---------

	New Contractor
--	----------------

	Legal Opinion
--	---------------



Tracking

Human Services Contract (Draft) Revision: 1

> [Hodge & Associates, Inc.](#) > CON2339971

< 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- >

CIF OPC Development Approvals Signatures Active

Contract	Amendments	Request For Legal Opinions
----------	------------	----------------------------

Human Services Contract (Contract Manager) Revision: 8

> [Hodge & Associates, Inc.](#) > CON2339971

< ✓ ----- 2 ----- 3 ----- 4 ----- 5 ----- >

CIF OPC Development Approvals Signatures Active

Contract	Amendments	Request For Legal Opinions
----------	------------	----------------------------

Human Services Contract (Contract Developer) Revision: 9

> [Hodge & Associates, Inc.](#) > CON2339971

< ✓ ----- 2 ----- 3 ----- 4 ----- 5 ----- >

CIF OPC Development Approvals Signatures Active

Contract	Amendments	Request For Legal Opinions
----------	------------	----------------------------

Human Services Contract (Quality Review) Revision: 11

> [Hodge & Associates, Inc.](#) > CON2339971

< ✓ ----- ✓ ----- 3 ----- 4 ----- 5 ----- >

CIF OPC Development Approvals Signatures Active

Contract	Amendments	Request For Legal Opinions
----------	------------	----------------------------

Human Services Contract (Requesting Office) Revision: 12

> [Hodge & Associates, Inc.](#) > CON2339971

< ✓ ----- ✓ ----- 3 ----- 4 ----- 5 ----- >

CIF OPC Development Approvals Signatures Active

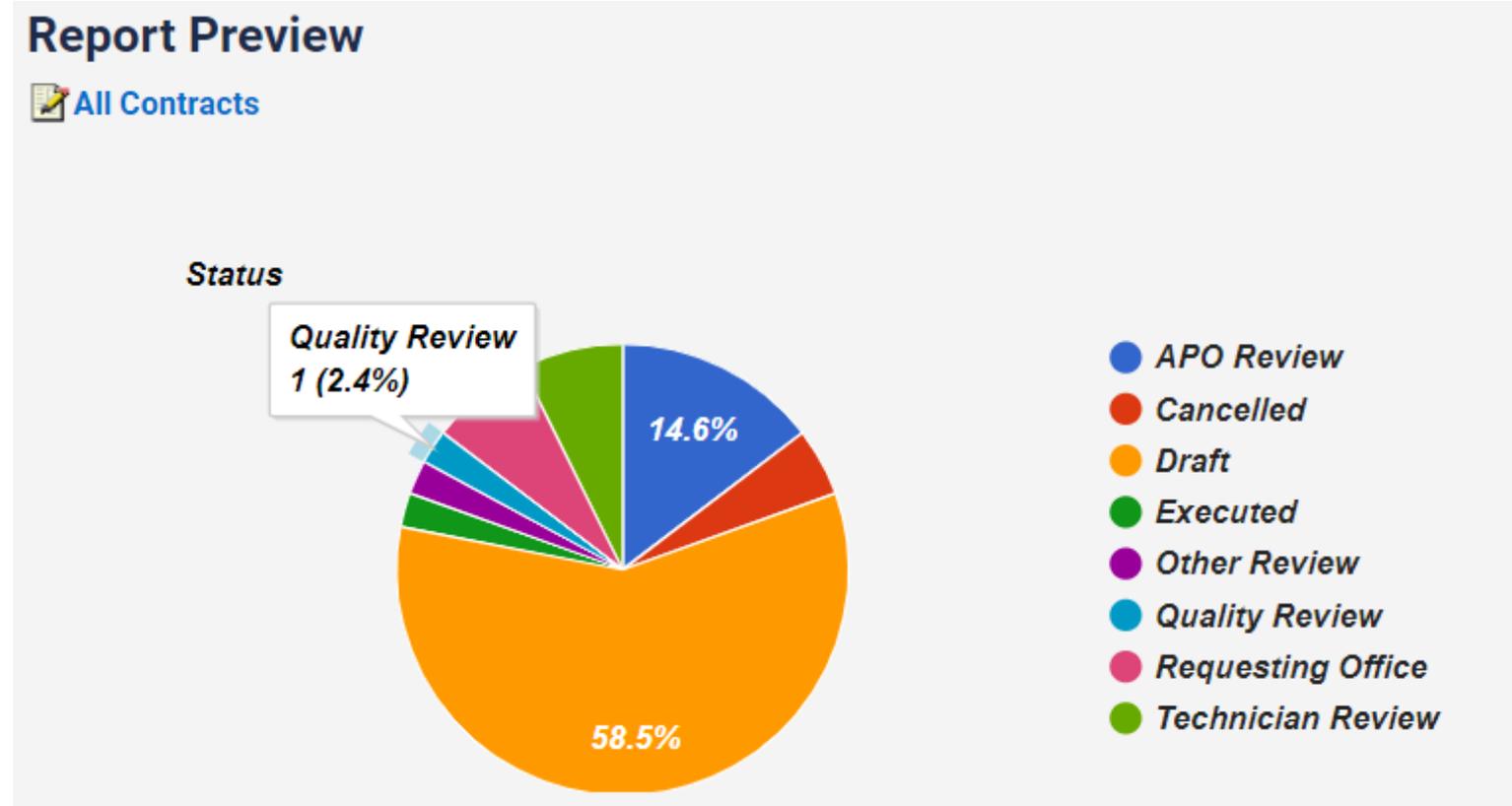
Contract	Amendments	Request For Legal Opinions
----------	------------	----------------------------



Reporting

Each user has the ability to generate custom reports using any number of search fields:

- Program
- Vendor Number
- Contractor Name
- Contract Status
- Specified Data Points
- Timeliness



Reporting



HOME

MY LIST

REPORTS

CREATE

Search...



Form Number	Status
CON2340172	APO Review
CON2339987	APO Review
CON2339760	APO Review
CON2340175	APO Review
CON2340219	APO Review
CON2340222	APO Review
CON2340061	Cancelled



eCAT Recap



Centralizes contract submission, creation and execution



Fully automated process



Cloud-based for easy remote access



Transparency in tracking



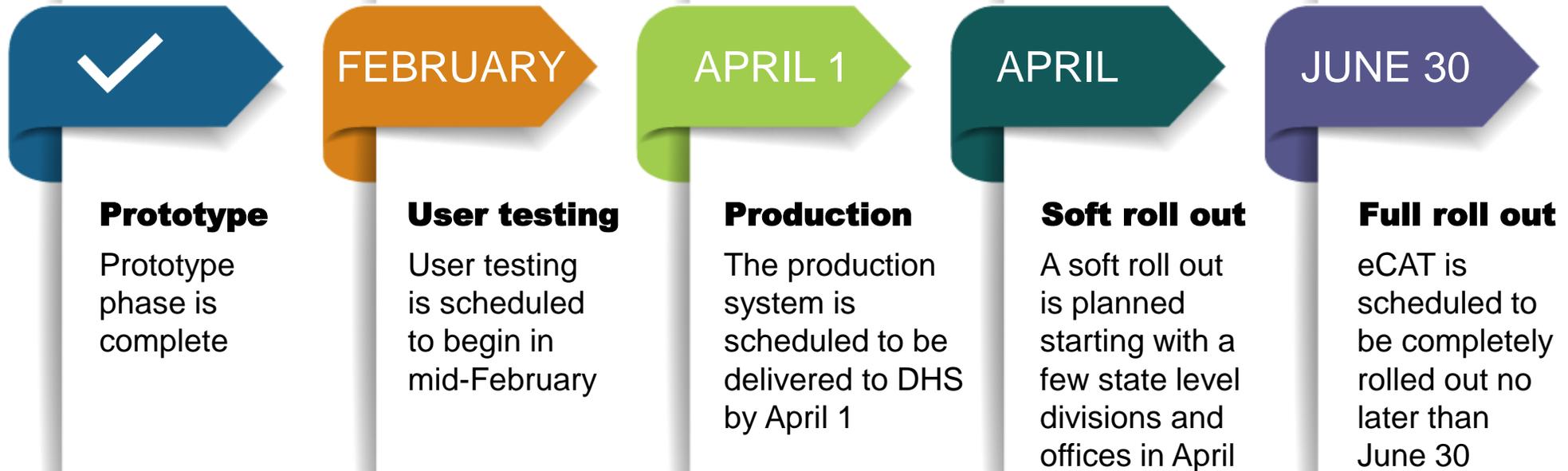
Decreases turnaround time



Ability to generate reports



Project Timeline



Questions



Bill Prescott, Director

Office of Procurement and Contracts

(404) 651-6323

William.Prescott@dhs.ga.gov

